

Amend Section 63-300 to read:

63-300 APPLICATION PROCESS (Continued)

63-300

.4 Interviews

All applicant households, including those submitting applications by mail, shall have face-to-face interviews in a food stamp office or other mutually acceptable location, including a household's residence, with a qualified eligibility worker prior to initial certification and all recertifications except when waived ~~as noted below~~ in accordance with Sections 63-300.42, .43, and .44. Interview requirements for PA and GA applicants are detailed in Section 63-301.6. Interviews conducted in the household's residence must be scheduled in advance with the household. The individual interviewed may be the head of household, spouse, any other responsible member of the household, or an authorized representative. The individual interviewed may bring any person he/she chooses to the interview. The interviewer shall not simply review the information that appears on the application, but shall explore and resolve with the household unclear and incomplete information and document any changes in household circumstances that have occurred between the time the application was filed and the time of the certification interview. Households shall be advised of their rights and responsibilities during the interview, including but not limited to, the appropriate application processing standard, the household's responsibility to report changes, that eligibility will be determined without discrimination, and the availability and amount of the Standard Utility Allowance (SUA). The interview is an official and confidential discussion of household circumstances with the applicant. The applicant shall be made to feel at ease during the interview and in all instances the household's right to privacy shall be respected. Facilities shall be adequate to preserve the privacy and confidentiality of the interview. The scope of the interview shall not extend beyond the examination of household circumstances which directly relate to the determination of household eligibility and basis of issuance. (Continued)

.42 Waiving the Interview (CWD Screening Process)

The CWD shall screen applicants for the need to have face-to-face interviews as part of the application and recertification process. If mutually acceptable face-to-face interview accommodations between the county and applicant/recipient cannot be made, the county shall then evaluate whether the household qualifies for an exemption as specified in Sections 63-300.43 and .44.

.423 (Continued)

.434 (Continued)

.445 (Continued)

.456 (Continued)

.4561 (Continued)

.4562 (Continued)

.4563 (Continued)

.4564 (Continued)

- (a) As part of the recertification process, the CWD must conduct a face-to-face interview with a member of the household or its authorized representative at least once every 12 months for households certified for 12 months or less. The requirement for a face-to-face interview once every 12 months may be waived in accordance with Sections 63-300.423 and .434. (Continued)

.4565 (Continued)

Authority Cited: Sections 10554 and 18904, Welfare and Institutions Code.

Reference: Sections 10554, 11023.5, 11348.5, 18901.10, 18904, and 18932, Welfare and Institutions Code; 7 Code of Federal Regulations (CFR) 273.2(b)(ii), (c)(2)(i) and (ii), (c)(3), (c)(5), (e)(1), (e)(2), (e)(3), (f)(1)(i)(C), (ii)(B)(1), (2), (3), and (C), and (iii)(h)(1)(i)(D), and proposed (f)(1)(xii) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994, (f)(3), (f)(3)(ii), (f)(8), (h), (h)(1)(i)(D), and (j)(1); 7 CFR 273.4(a)(2) and (10) and (c)(2); 7 CFR 273.7(i)(4) and (j)(1); 7 CFR 273.12(c) and (c)(3); 7 CFR 273.14(b)(3)(i), (iii) and (b)(4) and (e); 7 CFR 273.21(h)(2)(iv), (i), and (j)(3)(iii)(B); USDA Food and Nutrition Service Office, Western Region, Administrative Notice 84-56, Indexed Policy Memo 84-23; 7 U.S.C.A. 2020(e)(2); Americans with Disabilities Act (ADA), Public Law (P.L.) 101-336, 1990; U.S.D.A., Food and Consumer Services, Administrative Notice No. 94-22, dated January 7, 1994; Chapter 306, Statutes of 1988, and AB 1371, Chapter 306, Statutes of 1995; Blanco v. Anderson Court Order, United States District Court, Eastern District of California, No. CIV-S-93-859 WBS, JFM, dated January 3, 1995, and Federal Register, Vol. 66, No. 229, dated November 28, 2001.

Amend Section 63-504 to read:

63-504      HOUSEHOLD CERTIFICATION AND CONTINUING ELIGIBILITY      63-504

.1      Certification Periods

The CWD shall certify each eligible household for a definite period of time within which a household shall be certified to receive benefits. At the expiration of such certification period, entitlement to food stamp benefits shall end. Under no circumstances shall benefits be continued beyond the end of a certification period without a new determination of eligibility. See Section 63-504.6 for certification procedures. CWDs must assign the longest certification period possible based on the predictability of the household's circumstances. The first month of the certification period will be the first month for which the household is eligible to participate. The certification period cannot exceed 12 months, except as specified in Sections 63-504.13, ~~and .14,~~ and .15.(Continued)

.12      (Continued)

.123      (Continued)

- (b) Households which have their PA eligibility terminated shall retain their originally assigned food stamp certification period, unless the CWD determines it is necessary to shorten the certification period in accordance with Sections 63-504.132(b) and 63-504.156.

.13      Transitional Food Stamp Benefits

.131      If the household receives CalWORKs benefits in the month that CalWORKs eligibility is terminated, the household will receive transitional food stamp benefits for five months after the CalWORKs case closes, unless:

- (a)      The household moves out of state.
- (b)      The household loses CalWORKs or food stamp benefits due to a CalWORKs or Food Stamp sanction.

.132      Transitional benefits shall be provided from the 1<sup>st</sup> of the month following the last month of participation in the CalWORKs program.

- (a)      Benefits shall be issued in an amount equal to the allotment received in the last month of CalWORKs eligibility, adjusted for the change in household income as a result of termination in the CalWORKs program.

HANDBOOK BEGINS HERE

Example: A household is no longer receiving CalWORKs due to increased income in February. The transitional benefit would be based on the March food stamp budget minus the CalWORKs payment but not including the new or increased income. April 1<sup>st</sup> would be the beginning of the transitional food stamp period.

HANDBOOK ENDS HERE

- (b) The CWD shall adjust the food stamp certification period to coincide with the end of the transitional period.
- (c) The county shall notify the household of the change in their certification period.

HANDBOOK BEGINS HERE

If the household wants to continue to receive food stamp benefits after the transitional benefit period ends, the household must submit an application for regular food stamp benefits.

HANDBOOK ENDS HERE

- (d) The CWD shall notify the household of the expiration of the transitional benefit period.

.134 (Continued)

.1341 (Continued)

.1342 (Continued)

.145 (Continued)

.1451 (Continued)

.1452 (Continued)

.156 (Continued)

.1561 (Continued)

.167 (Continued)

.1671 (Continued)

Authority Cited: Sections 10553, 10554, 10604, 11265.1, 11369, and 18904, Welfare and Institutions Code.

Reference: Sections 10554, 18901.6, and 18904, Welfare and Institutions Code; 7 Code of Federal Regulations (CFR) 271.2; proposed 7 CFR 273.2(f)(1)(xii) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994, (f)(8)(i); (f)(8)(i)(A) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994; (f)(8)(ii), (h), and (h)(1)(i)(D), 7 CFR 273.2(j)(3) and (4); 7 CFR 273.8(b); 7 CFR 273.9(d)(6)(iii)(F); 7 CFR 273.10(d)(4), (f), (g)(1)(i) and (ii); 7 CFR 273.12(a)(1)(i)(A), (a)(1)(i)(B), and (a)(1)(i)(C)(2); proposed 7 CFR 273.12(a)(1)(vi) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994, and (c); 7 CFR 273.12(e)(1), (e)(2), and (e)(4); 7 CFR 273.13(a)(2); 7 CFR 273.13(b)(1); 7 CFR 273.14; 7 CFR 273.14(b)(3) and (e); 7 CFR 273.18(e)(6)(ii); 7 CFR 273.21(e)(1), (f)(1)(iii), (f)(1)(iv)(B), (f)(2)(v), (h)(2)(iv), proposed (h)(2)(ix) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994, (h)(3)(ii), (i), (j), (j)(1)(vi), (j)(1)(vii)(A) and (r), (j)(2)(iii), (j)(3)(ii), (j)(3)(iii)(B), (j)(3)(iii)(C), and proposed (j)(3)(iii)(E) as published in the Federal Register, Vol. 59, No. 235 on December 8, 1994; 7 CFR 274.10; Public Law (P.L.) 100-435, Section 351, P.L. 101-624, and P.L. 103-66; Section 1717, [7 U.S.C. 2014(e)]; 7 U.S.C. 2014(d)(7), ~~and 2017(c)(2)(B); and 2020(s);~~ U.S.D.A. Food and Consumer Services, Administrative Notices 94-39 and 97-50; P.L. 104-193, Sections 801, 807 and 827 (Personal Responsibility and Work Opportunity Reconciliation Act of 1996); Federal Administrative Notice 97-99, dated August 12, 1997; and United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) Administrative Notice (AN) 02-23, dated February 6, 2002; and USDA FNS AN 03-23, dated May 1, 2003.